

## Guidelines for welcoming first time visitors to North Chapel

*Our highest aspiration is to be a loving community.*

- Recognize that some people who enter a church for the first time may be anxious, so try to make them feel at home and at ease.
- Assign official greeters for each service to greet all first time visitors with a warm and sincere “Welcome”. Offer your hand but respectful of people who do not want a handshake.
- Look people in the eye and smile.
- Encourage members of the congregation to wear nametags.
- Offer the church bulletin and visitor’s packet.
- Introduce new visitors to members of the congregation and the minister.
- Learn people’s names and remember them.
- Get the names and addresses of visitors by offering a visitor card. Follow up with a warm note within 48 hours (membership committee)
- Invite visitors to join you to something outside of church, restaurant or onetime event.
- Help visitors find seating.
- Greet children at their level.
- Offer visitors with small children an activity packet - crayons, coloring book, and pipe cleaners.
- Let children be children and include them in the service. Let parents know if there is child care and an RE program and that their children will be in good hands if they participate.
- Be hospitable by inviting and escorting first time visitors to the coffee hour after service.
- Openly thank first time visitors for coming from the pulpit. This is to be done by the service coordinator and the minister.
- Avoid talk about money with visitors.
- Do not proselytize, evangelize or attempt to recruit visitors.
- Do not make disparaging remarks about other churches.
- Recognize that North Chapel welcomes individuals and families of all ethnicities, religious backgrounds, sexual orientations, and gender identities. We believe each person who becomes part of our spiritual community brings his or her own special gifts that will enhance our lives.
- Let visitors know that they may find our web site to be of interest:  
[www.northchapelvt.org](http://www.northchapelvt.org)

- If appropriate, mention that North Chapel is handicap accessible and show anyone of need where the elevator is located.

#### Addendum

- Make sure a table (s) are set up in the social hall for group discussion after service.
- Visit other churches to learn how they welcome.
- Become a designated Welcoming UUA Congregation.

Revised 4/7/16